

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Regulation and Policy Management Branch		POSITION NUMBER (Agency-Unit-Class-Serial) 065-196-4800-803		MCR / HCR	
DIVISION / UNIT Division of Administrative Services/Regulation and Policy Management Branch		CLASSIFICATION TITLE Staff Services Manager I			
		WORKING TITLE SSM I			
		TIME BASE / TENURE F/T	CBID	WWG	COI Yes <input type="checkbox"/> No <input type="checkbox"/>
LOCATION 1515 S Street, Sacramento, CA		INCUMBENT		EFFECTIVE DATE	
CDCR'S MISSION					
We enhance public safety through safe and secure incarceration of offenders, effective parole supervision, and rehabilitative strategies to successfully reintegrate offenders into our communities.					
COMMITMENT TO DIVERSITY, EQUITY AND INCLUSION					
The California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to building and fostering a diverse workplace. We believe cultural diversity, backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported. We believe all staff should be empowered. CDCR/CCHCS are proud to foster inclusion and representation at all levels of both Departments.					
DIVISION OVERVIEW					
BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS The Regulation and Policy Management Branch (RPMB) is an organizational subgroup of the Division of Administrative Services of the California Department of Corrections and Rehabilitation (CDCR). RPMB is responsible for managing the development, revision, and adoption of regulations in the California Code of Regulations, Title 15, Division 3, and operational policy in the Department Operations Manual.					
GENERAL STATEMENT					
Under the direction of the Staff Services Manager II, Regulation and Policy Management Branch, the Staff Services Manager I (SSM I) is a working level supervisor responsible for planning and directing the work of four analysts in the development, adoption, and publication of regulations in the California Code of Regulations (Title 15), state-wide operational policies in the Department Operations Manual (DOM), and responses to petitions, Public Record Act (PRA) requests and general correspondence.					
% of time performing duties		Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.			
40%		ESSENTIAL FUNCTIONS Supervises staff in analyzing, for regulatory impact, and policy changes proposed by Department programs; supervises staff in the evaluation of proposed regulation text developed by program subject matter experts for compliance with standards in the Administrative Procedure Act (APA). Reviews recommendations from stakeholder review requests, including a fiscal analysis, and all required rulemaking documents and records per APA standards. Reviews staff summaries of public comments, and the final rulemaking file, and ensures completeness prior to review by the SSM II, the Associate Director, and final routing to the Secretary, or authorized rulemaking delegate, for approval for public notice or final certification by the Office of Administrative Law. Reviews all rulemaking documents to ensure all are accessible, per Web Content Accessibility Guidelines (WCAG) requirements, prior to posting.			
30%		Supervises staff in analyzing, revising, and developing DOM policy, when changes are proposed by Department programs; supervises staff in the evaluation of proposed text developed by program subject matter experts for compliance with Department standards, and ensures staff advises and guides program staff in determining if proposed DOM revisions also have regulatory impact. Reviews stakeholder review requests, including a fiscal analysis and all policy documents before and after incorporated changes into DOM text are made, and ensures the final DOM text file is sent for review to the SSM II, the Associate Director, and the Director of the program			

	who initiated the DOM project. Ensures all final policies are accessible, per Web Content Accessibility Guidelines (WCAG) requirements, prior to posting.	
15%	Monitors staff deadlines using project tracking logs; reviews work for quality control and compliance with administrative law, and ensures the completion of projects aligns with all branch processes and procedures. Supervises staff completion of monthly logs and the branch project database. Monitors staff performance through weekly meetings, quarterly feedback, and annual performance evaluations. Recruits and hires analytical staff; monitors staff leave requests and monthly timesheets. Ensures staff complete all required annual training.	
10%	Manages RPMB budget and provides monthly reports. Performs training coordinator functions for the Branch and ensures all staff are in compliance with mandated training. Reviews staff's Public Records Act and petition responses, and responses to correspondence received by RPMB. Supervises completion of special projects assigned by the branch Associate Director.	
5%	MARGINAL FUNCTIONS Other related duties as assigned.	
SPECIAL REQUIREMENTS		
<ul style="list-style-type: none">CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy and all prison inmates, visitors, nonemployees and employees shall be made aware of this.		
To be reviewed and signed by the supervisor and employee:		
EMPLOYEE'S STATEMENT:		
<ul style="list-style-type: none"><i>I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.</i>		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
SUPERVISOR'S STATEMENT:		
<ul style="list-style-type: none"><i>I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION</i><i>I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.</i>		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE